

# STATE OF ALASKA

DEPARTMENT/DIVISION: Corrections/Institutions	PCN: 20-7669
JOB CLASS/TITLE: <b>Food Service Journey</b>	WHEN POSITION IS NEEDED: <b>ASAP</b>
WAGE GRADE: 57	PAY WAGE: \$ 18.80+DOE (steps)
CITY LOCATION: Anchorage	
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3  FAX NUMBER: 907-279-7171  EMAIL ADDRESS: tracy@local71.com
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE: Criminal Background Check	

**JOB DESCRIPTION:**

Train prisoners in the culinary art of food preparation, cooking sanitation, personal hygiene, safety and correct use of industrial kitchen equipment. Instruct prisoners on the proper methods of cleaning and sanitation of equipment and the proper serving of food in accordance with the State of Alaska, Department of Environmental Conservation standards.

Replace prisoners on the work schedule due to prisoners being transferred or placed in segregation, not reporting for work or absent for health reasons.

Record diets that were prepared for prisoners. Save and record items of food that were served to prisoners and all prudent information that accrue while on shift in the steward's pass on log.

Ensure that all the proper amount of food and all special diets are loaded in the hot/cold food carts. Ensure that all food is the proper temperature before leaving the kitchen.

Receive food stock deliveries, inspect for quality and quantity of items delivered, and ensure that all items received are at the proper temperature and assure proper storage and stock rotations are maintained.

Supervise special functions, inmate club banquets, and educational ceremonies.

Supervise approximately 20 prisoner kitchen workers in the preparation and production of meals for approximately 400 prisoners and 30 staff per meal at the Anchorage Jail. Ensure that a variety of diets are prepared for each meal which includes, but is not limited to, regular, no pork, vegetarian, low cholesterol/low fat, diabetic, allergy, finger food, and other diets as prescribed by the Medical Department.

Supervise a crew of 8 inmates in production and preparation of all bakery items at the Anchorage Jail and the proper baking preparation of all breads, i.e.: sandwich, hot dog buns, hamburger buns, french bread, wheat and rye bread. The preparation of all pastry items i.e.: cakes, pies, cookies, puddings and breakfast pastries, all prepared from in-house ingredients.

Ensure that all items are prepared using the Armed Services Recipe Service U.S.A. TM 10-412, recipe cards, commercial food service cook and baking books, the Armed Forces Nutrient Values of Master Menu Recipes and Food Items SB 10-26, special menus and diets for the sick established by the Food and Nutrition Board of the National Research Council, the Education Foundation, Professional Chefs book, Sanitation book, and the Professional Baking book.

Control and monitor the issuing of yeast, sugar, nutmeg, mace, etc. Properly control and issuance of all sharps to prisoners working in the kitchen per Department of Corrections Policy and Procedure.

Supervise the preparation and grilling of sandwiches, beef patties, eggs, french toast, pancakes, etc. using the Armed Forces Recipe USA TM 10-412 recipe cards. Use deep fat fryer for products and a commercial toaster

Ensure that the proper amount of each food item is portioned correctly for the prisoner meal. Ensure that all prisoners receive the proper diet as prescribed by the Medical Department.

**SPECIAL SKILLS:**

Specific or specialized training, education, experience and/or skills needed to perform the duties of this position: Minimum of three year experience in Institutional Food Service preparation. Incumbent must possess a thorough understanding of the principles of food service management including personnel, nutrition, sanitation, and menu preparation.

Machinery, tools, equipment, instruments, vehicles, computer hardware/software, etc., used in performing this job: UNIVEX 60 quart mixer and attachments; Hobart slicer, industrial convection ovens, Wolf gas oven/range with flat top and burners; skittle steam generation unit; tilt grill; large steam kettles; proof box; Buffalo chopper and attachments; Robot Coupe and attachments; large coffee makers; toaster; microwave ovens; steam tables' refrigerant tables; hood systems; fire suppression units; portable fire extinguishers; dishwashers; large institutional food fryers; large grills; food hot/cold boxes; calculators; two way radios; computers and telephones.

Licenses, certifications, registrations, physicals or other standards: Must pass medical physical and incumbent must have the ability to lift or move objects weighing up to 50 pounds.

List other critical requirements of the job: Effective communication skills, writing skills, mathematical skills, knowledge and practice of security per Department of Corrections Policy and Procedures.

Laws, Rules, regulations, standards, codes, or other regulatory guides you regularly use in performing your work. Department of Corrections Policy and Procedures; Department of Environmental Conservation Food Service Regulations; Institutional Standard Operation Procedures as directed and needed; National Restaurant Association Manuals; the Education Foundation-Professional Baking Book and Nutrition Book, DOC Code of Ethics.

**TYPE OF POSITION**

<input checked="" type="checkbox"/>	Permanent Full-Time	<input type="checkbox"/>	Permanent Full-Time Seasonal
<input type="checkbox"/>	Permanent Part-Time	<input type="checkbox"/>	Permanent Part-Time Seasonal
<input type="checkbox"/>	Non-Perm Full-Time	<input type="checkbox"/>	Non-Perm Part-Time
<input type="checkbox"/>	Non-Perm Part-time Sporadic	<input type="checkbox"/>	Seasonal